

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	AMERICANS WITH DISABILITIES ACT INFRASTRUCTURE PROGRAM MANAGER
LEVEL	CEA 2 (Salary Range \$7815-8616)
FINAL FILING DATE	JULY 28, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Deputy Director and supervision of the Deputy Director for Maintenance and Operations, the incumbent serves as the Department's Americans with Disabilities Act (ADA) Infrastructure Program Manager. This position will be responsible for developing and implementing policies for the Department's Infrastructure Program. Responsibilities include:

- Develops policy decisions to implement the State of California pedestrian infrastructure (sidewalks, street crossings, and pedestrian overcrossings).
- Establishes ADA Program Level Action Plans that include the Department's goals, strategic objectives, strategies and performance measures.
- Coordinates with the development of the "complete streets" implementation plan to improve access for all pedestrians and the *Smart Mobility* program that is under development as a result of AB 32 to reduce greenhouse emission and coordinates with the state highway safety program pedestrian safety initiative.

- Develops and implements policies for the Department's ADA Transition Plan activities. This includes developing the short and long term strategic direction of the ADA program. The Transition Plan will serve as the foundation of a comprehensive, self sustaining, and flexible ADA program that will integrate accessibility needs and improvements into key business operations and encourage collaboration with business partners and customers.
- Implements and manages the settlement terms in the ADA lawsuit, California for Disability Rights vs. Department of Transportation.
- Develops policies and procedures to monitor and track overall ADA Transition Plan delivery, including tracking individual project progress to ensure full program delivery.
- Formulates, recommends, interprets and reviews departmental policy to make the existing ADA system function more effectively.
- Manages and directs consultants and develops efforts with various steering, technical and advisory committees to support and guide the activities performed by the consultants.
- Provides major high-level coordination with cities and counties on pedestrian access.
- Represents the Department in contacts, dialogue and/or negotiations with local, state and federal agencies, special interest groups, the Legislature, and the general public. Works directly with the Department's Legal Division on ADA litigation. Acts on behalf of the Department and assists in studies with committees and organizations such as the Department of Fair Employment & Housing, Equal Opportunity Commission, Federal Highway Administration, Transportation Research Board, Institute of Transportation Engineers, and American Association of Highway & Transportation Officials.
- Advises the Chief Deputy Director and Deputy Director, Maintenance & Operations on the issues regarding the ADA program.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code (GC) Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Senior Transportation Engineer, Supervising Transportation Planner, Staff Services Manager III or a higher level that developed the following qualifications:

- Demonstrated knowledge in managing the application of state and federal ADA laws and regulations relative to the state highway system.
- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Demonstrated ability to manage large budgets in a large organization.

- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and monitor performance measures.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power shall establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, appropriate external stakeholders, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Senior Transportation Engineer, Supervising Transportation Planner, Staff Services Manager III or higher.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via email: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by July 28, 2010 at 5:00 p.m. Interagency mail received after this date will not be accepted.

Application packets may be -mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to: Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.